

## JOB DESCRIPTION

<b>Job Title:</b>	Pre-Prep Wrap Around Care Supervisor (including EYFS)
<b>Reports To:</b>	Assistant Head of Lower School including EYFS
<b>Purpose of Job:</b>	To provide, support and supervise our wrap around care provision for pupils (Nursery - Year 2) after the school day
<b>Responsible for:</b>	Groups of Pre-Prep pupils as directed by the Assistant Head of Lower School
<b>Hours of Work:</b>	1515– 1730 Monday to Wednesday

### Main Duties and Responsibilities

- To provide, support and supervise our wrap around care provision of Robins (1530-1640) and Owls (1640-1730) for pupils (Nursery - Year 2) after the school day.
- To take responsibility for the safeguarding, happiness and welfare of every pupil with whom they supervise.
- To administer first aid, if appropriate, or to escort children to the Medical Centre.
- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
- To ensure that you are familiar (with all school policies and the contents of the staff handbook).
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Display correct staff identification at all times whilst on site.
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Leadership Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Deputy Head, Operations.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you

undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.





	<p>orally and in writing, using appropriate language.</p> <ul style="list-style-type: none"><li>• Friendly and approachable with a can-do mind-set.</li><li>• Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations.</li><li>• High degree of personal motivation, initiative, energy, creativity and drive.</li><li>• Ability to build good relationships with parents and colleagues, including working collaboratively within a team and an ability to take direction.</li><li>• Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion.</li></ul>		
<b>Other requirements</b>	<ul style="list-style-type: none"><li>• Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults.</li><li>• Empathy with the ethos, values and aims of St Hugh's</li></ul>		A / I

Created: May 2024

Reviewed: May 2026